

SEFTON METROPOLITAN BOROUGH COUNCIL
PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE
JOB DESCRIPTION

Post: Teacher of ICT

Grade: MPS

Responsible to: Head Teacher

Responsible for: Supporting the delivery of the ICT curriculum

JOB PURPOSE

To provide a high quality education for our students in accordance with school policies and the teachers standards.

GENERAL PROFESSIONAL DUTIES

In accordance with the Teachers' Pay and Conditions Document 2009 the professional duties a teacher (other than a Headteacher) may be required to perform are described in (Paragraphs 70 – 75.4) so far as is relevant to the postholder's title and salary grade. The performance of these duties is under the reasonable directions of the Headteacher.

The Postholder is responsible to the Headteacher for teaching duties and responsibilities for teaching tasks and to act as Subject Co ordinator for at least one area of the National Curriculum.

The main **Teaching** professional duties attached to this post are:-

- Teaching, according to and showing an understanding of pupils' individual learning needs through differentiated learning tasks.
- Planning and preparing lessons and activities to support both academic and social progress.eg:Risk Assessment for trips and residentials, Cultural capital, character education and learning opportunities for social progress etc
- Produce Long Term (Curriculum Plan Overviews) Medium Term (Schemes of Work) and Short Term (weekly/daily) Plans in line with school policy. Long term planning should be available and uploaded on to the website during the first week of the academic year, medium term planning should be made available on the shared drive by the end of the first week of each half term.
- Assessing/tracking, recording, and reporting on the progress of pupils and reporting progress to parents and stakeholders via Termly reports, Annual Student Progress Report and attendance at Parents' Evenings.
- To be accountable for the progress made by pupils within the lessons / subject areas they teach.
- Participating in and contributing to regular meetings arranged for the purpose of:
 - a) Staff information and discussion
 - b) Curriculum Development
 - c) School improvement
 - d) School Self Evaluation, Improvement and Development plan (SEID)
- Participating in INSET days, other training activities and a commitment to continuing professional development including updating knowledge of subject, national curriculum and research and developments in ASC support and understanding to remain at the forefront of best practise.
- Participating in and commitment to the appraisal cycle.
- Co-operating with the Headteacher, Senior Leadership Team and other Teachers on the preparation and development of lessons, activities, teaching materials, teaching programmes, methods of teaching, assessment, differentiation of work and pastoral arrangements.
- Maintaining good order and discipline amongst pupils working in line with the school's behaviour policy and procedures.
- Safeguarding the health and safety of pupils both on school premises and when engaged in authorised activities elsewhere, by evaluating the activity and preparing Risk Assessments.
- Mark and provide written and oral feedback on pupils' work in line with the school marking policy.
- Co-ordinate and manage the work of the classroom support (TA's) and work of volunteers. Deployment of volunteers to be agreed with staff prior to them commencing placement.
- To be responsible for ordering and managing resources required to deliver the curriculum.
- Ensure that their classroom is a tidy and effective teaching base, a positive learning environment which promotes ASC ethos and adheres to the school's Health and Safety Policy.
- Maintain professional relationships with other staff and services and maintain high levels of personal conduct in line with local and national codes of conduct.

- Interact on a professional basis with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of areas of the school curriculum and other matters, with the aim of improving the quality of teaching and learning throughout the school.
- To meet the Teaching standards attached to this job description and subsequent standards agreed by the DFE and Sefton Borough Council.

The main **Pastoral** professional duties attached to this post are:-

- Preparation of Learning Support Plans
- Awareness of and contribution to students Educational Health and Care Plans
- Produce student Risk assessments
- Undertake bi annual Team Teach (positive behaviour management) training including being proactive in de escalation, repair and restoration work with students.
- Preparing information for and attend Annual Reviews and multi agency meetings for each pupil as required.
- Maintaining regular communication and consultation with parents of pupils and liaising with other professionals and outside agencies for the benefit of pupils.
- Registering attendance of pupils
- Attending and deliver assemblies
- Undertake break and lunch duties.
- Carry out other duties that the Headteacher may from time to time ask the postholder to perform.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Due to the nature of the work involved, this post is "exempt" from the provision of the Rehabilitation of Offenders Act 1974 by virtue of the ROA 1974 (Exceptions) (Amendment) Order 1986

SUBJECT SPECIALISM

The Postholder is responsible for the leadership and management of the designated curricular area(s) throughout the school.

The Postholder will:

- Keep abreast of National Curriculum and other development in the subject
- Liaise with the Senior Leadership Team (SLT) and with all members of staff on matters relating to subject development planning in this curricular area
- Play a lead role in preparing, reviewing and updating policy and schemes of work for the teaching of their subject
- Plan and organise the curriculum for their subject throughout the school, produce long term plans, establishing how good standards, continuity and progression can be achieved and sustained.
- Identify opportunities within Long Term Plans to deliver AET (social targets) opportunities
- Monitor and evaluate the implementation of policy and planning, and effectiveness of teaching and learning in their subject.
- Regularly provide guidance to colleagues on subject content, methodology and resources disseminating information as appropriate.
- Support the assessment and recording of pupils' progress and arrange moderation of assessments to maintain consistency.
- Ensure that relevant opportunities for internal assessment and accreditation are available for pupils as appropriate.
- Ensure relevant performance opportunities are available to pupils.
- Work alongside individual colleagues in their classes offering advice and support with, their planning, teaching, assessment and reporting of the subject and sharing of good practice
- Attend local network meetings as directed by the Headteacher
- Audit all curriculum materials and resources in respect of the designated area; monitor and plan expenditure and submit estimates of annual spending requirements to the Headteacher
- Contribute to staff training and development: Liaise with the Headteacher with regard to subject specific training needs and advise and prompt others.
- Contribute to the preparation of the school improvement plan in relation to whole school priorities and the specific subject area
- Promote awareness and understanding of the subject to parents and governors as and when required.